



DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Secretary 2

Health Care Quality & Safety – Practitioner Licensing & Investigations

POSTING DATE: March 27, 2014

CLOSING: April 3, 2014*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: State Employees who are on a current certification list

POSITION CONTROL NUMBER: 012205PD **NOTE:** THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: CL 16/\$44,038 - \$57,588

NOTE: Candidates must have applied for and passed the **Secretary 2** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Preferred Skills:

- Experience independently performing a full range of secretarial duties and functioning as the personal secretary to a section chief, division director or similar level of manager, including maintaining the manager's calendar;
- Experience responding to public or customer inquiries by phone, e-mail, or through written responses;
- Experience coordinating the production of documents in response to freedom of information requests;
- Experience screening incoming mail (letters, memos, reports, invoices, etc.) to determine required action;
- Experience completing personnel action forms and related documentation and tracking performance evaluations;
- Experience maintaining supply and equipment inventory and ordering supplies/equipment when necessary, and processing invoices and requisitions in CORE-CT;
- Experience maintaining time and attendance records;
- Experience tracking legislation/proposed bills and coordinating the completion of forms during legislative session.

CANDIDATES INVITED TO INTERVIEW MAY BE REQUIRED TO SUBMIT TWO RECENT EMPLOYER PERFORMANCE EVALUATIONS.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXPERIENCE AND TRAINING

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12) INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308

FAX: 860-509-7184 (if faxing, only one application is necessary)

EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.